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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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No. 023

Job vacancy

February 15, 2011

**OPEN TO:** All Colombian Citizens

**POSITION:** DEVELOPMENT ASSISTANT SPECIALIST-  
RURAL ENTERPRISE  
Consolidation and Livelihoods Environment Office  
(0011870M)

**OPENING DATE:** Tuesday February 15, 2011

**CLOSING DATE:** Tuesday, March 15, 2011

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC - 10 – 11

**Note 1:** Selected candidate will be hired under a Developmental Level depending on performance level s/he may be upgraded to the FSN – 11  
Col. Ps. \$87,860,886.00 – Col. Ps. \$144,970,458.00 performance level.

**Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.**

## **TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”. The form may be requested via e-mail at: BogotaHR@usaid.gov

## **SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

## **PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Development Assistant Specialist – Rural Enterprise in the Consolidation and Livelihoods Environment Office (CLE).

## **BASIC FUNCTION OF POSITION**

This position is part of the Livelihoods, Consolidation and Environment Office (Livelihoods) of the USAID/Colombia Mission in Bogota. The primary purpose of this position is to serve as a Mission specialist in matters associated with the CLE office's support to the Colombia Strategic Development Initiative, including but not limited to rural enterprise development and rural value chain development issues; and possibly as Contracting Officer's Technical Representative (COTR) or Activity Manager (AM) for USAID's consolidation and livelihoods activities being implemented in Colombia. The position serves as a key Foreign Service National (FSN) advisor to the CLE Office Director, to Mission senior management, to Government of Colombia (GOC) counterparts, and other U.S. Government (USG) agency officials on consolidation, rural

enterprise development, and policy issues related to enterprise development, agriculture, and broad-based rural and livelihoods development in Colombia. The position is designed to allow the incumbent to be a thought-leader in the aforementioned technical areas.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

### **A. Technical Leadership in Strategic Planning and Program Development**

1.The incumbent contributes to and, in some cases, leads strategic/policy and tactical discussions and/or input related to the incumbent's field of expertise and program management. This may require the development of analytical and policy papers that help shape USAID programming in Colombia.

2.The incumbent networks with private sector, NGOs, associations and the GOC to build public/private alliances and explores ways to leverage private funding to complement USAID's efforts to improve the quality of development efforts in Colombia. The incumbent works to mobilize the GOC to consolidate State presence in priority zones.

3.The incumbent represents CLE and USAID to internal and external stakeholders and development partners in a wide variety of events sponsored by USAID development partners, including conferences, workshops, donor subgroup meetings, and other relevant forums on rural enterprise and market development. S/he ensures effective coordination of USAID-funded activities within the US Government as well as other donors and the GOC. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.

4.The incumbent advises the CLE Director, CSDI Implementation Coordinator and other team members of policy developments that are relevant to the program's implementation. Conducts consultations with stakeholders and tracks legislative or other policy developments in the area of rural enterprise and alternative livelihoods/development.

### **B. Project Management and Administration**

1.The incumbent may perform the function of COTR or AM for the Mission's rural enterprise program(s) and as a back-up for other technical portfolios, such as livelihoods development, as designated by the Mission Contracting Officer for the

management of contracts and grants. The incumbent assists the CLE Office Director, Deputy Office Director and/or other senior program managers to manage relevant programs. In addition, the incumbent may be asked to provide additional expertise to other Mission programs on an as-needed basis.

2.The incumbent provides technical guidance to project implementers and to the CLE team on issues associated with rural enterprise development, private sector management, rural value chain development, and broader livelihoods themes to help achieve USAID objectives. The incumbent works to mobilize appropriate GOC programs related to these themes.

3.The incumbent reviews project proposals submitted by the grantees or contractors and others and recommends corrections and other actions.

4.The incumbent monitors CLE project implementation progress under contracts, grants, sub-grants, cooperative agreements, etc., including deliverable requirements. The incumbent ensures that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring, and evaluation of projects and activities. S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.

5.The incumbent conducts field visits to activity sites across Colombia for the purpose of verifying the quality of services provided and monitoring the implementation and progress of program activities. Identifies problems and works with CLE Office Director to offer solutions. Prepares trip reports and supplements these with oral briefings to USAID Mission management including Mission Management, the CLE Office Director of, and, upon request, to other USAID and US Embassy officials.

6.The incumbent leads and/or helps his/her team to engage internal and external stakeholders regarding rural enterprise and AD-related issues, including reviewing proposals and scopes of work, attending representative events, responding to inquiries and communications, and developing technical concept papers and/or activity designs associated with project implementation.

7.The incumbent prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. Coordinates visits of Congressional Delegations (CODELs) to project areas. Also provides information on progress to the CLE Team Leader and Mission Director in terms of key indicators and funds disbursed.

8.The incumbent is responsible for preparing technical, policy, and performance reports periodically and ad hoc during the year.

9. The incumbent drafts and assists with processing project-related documents such as action memoranda, USAID/Colombia reports, and public relations documents; prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas in need of attention; initiates corrective action on routine matters and brings to the attention of the CLE Office Director issues of a complex nature requiring his/her decision or referral with recommendations to the Deputy Director, Mission Director and or senior program manager.

10. The incumbent performs analyses and evaluations and prepares input to the project and portfolio reviews.

11. The incumbent manages a budget associated with his/her COTR or AM responsibilities, including budget preparation, tracking, and analysis. S/he manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities to ensure that fiscal needs of implementing partners and CLE are met in a timely manner.

12. The incumbent liaises with the other CLE team members and other offices (CMM, FMO, EXO, PO and other technical offices) to ensure successful coordination and value-added to activity results.

13. The incumbent prepares all necessary internal program implementation documentation.

14. The incumbent provides back-up to other CLE and Mission teams and sub-teams as directed.

15. The incumbent performs other duties as assigned and as related to project/portfolio implementation.

### C. Program/Policy Analysis and Reporting

1. The incumbent ensures that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and implementing partners, including the Operational Plan, portfolio reviews, budget and pipeline analyses, briefs, presentations, and talking points. S/he review and approves annual work plans for assigned programs as submitted by implementing partners and negotiates program and activity agreements with counterparts in the GOC, the private sector, and civil society.

2. S/he ensures that indicators to measure program impact are tracked accurately and used to revise strategy as necessary. S/he coordinates with

members of the CLE Team to ensure data submitted on activities are complete and consistent for reporting.

3. Collects, analyzes and synthesizes information to inform and strategically guide program planning.

## **REQUIRED QUALIFICATIONS:**

Note: Candidates who do not meet these required qualifications will not be considered.

### **a. Education:**

A Masters Degree or local equivalent in the field(s) of international development, rural development, law, economics, management, and/or community planning, or a related subject is required. Strong technical emphasis or specialization in the areas of rural development, livelihoods, community planning and private enterprise management are highly desired.

### **b. Prior Work Experience:**

The incumbent is required to have a minimum of 5 years of progressively responsible experience in the international development and cooperation sector, GOC and/or rural private sector management. Specific experience in program management (design, implementation, management and/or monitoring and evaluation) of development activities or private sector management focused on rural development is required. Experience is required in the collection, analysis, and presentation of information related to projects. Prior management experience in a position of similar complexity is required.

### **c. Post Entry Training:**

Training in Mission's policies, rules and regulations, project management COTR/AOTR (Contracting Officer's Technical Representative) and other technical areas related to duties will be offered to the selected candidate when available. USAID/Colombia values professional development and typically authorizes one week of training per employee per year.

### **d. Language Proficiency:**

Level IV (fluent) English ability and equivalent in Spanish is required. Excellent written and oral communication skills required.

### **e. Knowledge:**

The incumbent must have a sound, experience-based knowledge of issues related to rural enterprise development, management, policies and practices; including a thorough knowledge of the political, legal, economic, and development realities of Colombia.

S/he must have a thorough knowledge of Colombia's socio-economic conditions, Colombian international laws, protocols, agreements pertaining to the international cooperation. S/he must be knowledgeable of technical/project implementation, monitoring and evaluation, and project financial oversight. The incumbent is required to have knowledge of GOC systems, procedures and policies, either at the national, regional or municipal level.

f. Abilities and Skills:

The incumbent must be organized and have demonstrated success in project management. S/he will have a high degree of technical, analytical, and quantitative skills. Strong interpersonal and team work skills; proven ability to work independently with minimal supervision or guidance is required. Must have operational and management skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. S/he should have proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. Ability to learn and explain USAID Consolidation and Livelihoods program and other development programs. S/he will be expected to incorporate USAID's five core values (customer focus, results orientation, empowerment and accountability, teamwork and participation and valuing diversity) into his or her work. The incumbent should possess strong computer skills. USAID/Colombia uses a Windows-based operating system and requires its professional staff to have a strong familiarity with Microsoft's Office Suite (Outlook, Word, Excel, Power Point, etc).

## **POSITION ELEMENTS**

a. Supervision Received:

Overall objectives and terms of reference are provided by the CLE Director and/or his or her designee who assigns work mainly in terms of results to be achieved. Employee works with considerable independence, resolving problems and determining appropriate approaches, and taking initiative to consult with supervisor, as appropriate. Work is evaluated primarily in terms of accomplishments and conformance with policy.

b. Available Guidelines:

Basic administrative policy statements and precedents are provided. Guidelines are available for program design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Additional guidance will be provided by the CLE Director and/or his or her designee on an as-needed basis. The Development Assistance Specialist must be able to perform in a consistently strong fashion in the absence of explicit guidelines or guidance.

c. Exercise of Judgment:

Incumbent must exercise sound judgment, particularly in dealing with GOC and international development and private sector officials. A high degree of judgment is

required to carry out independent analysis and provide sound advice and guidance to Technical Teams and key Mission and GOC officials.

d. Authority to Make Commitments:

Exercises care to secure approvals or clearances before making commitments on behalf of the Mission. Although the incumbent does not have independent commitment authority, analyses and recommendations are given considerable weight when Mission policy decisions are made.

e. Nature, Level, and Purpose of Contacts:

The incumbent is expected to establish and/or maintain an extensive range of high-level contacts with the GOC, other donors, non-governmental organizations (NGOs) and public international organizations (PIOs) across a broad array of related specialty areas and representative groups; meets with representatives of these entities to exchange information and to coordinate efforts; analyzes and evaluates GOC rural development policies affecting the Mission's programs; and works with mayors, governors, Ministry officials, community leaders and private sector representatives to facilitate program implementation and resolution of issues.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

One year.

## **SELECTION CRITERIA**

(40%) Demonstrated progressively responsible experience in development assistance and rural enterprise programs is required. Experience is required in project management, program design, development activities or private sector management focused on rural development is required. Collection, analysis, and presentation of information related to projects. Prior management experience in a position of similar complexity is required.

(40%) Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to collect, analyze and present information. Demonstrated thorough knowledge in the field of development, especially related rural enterprise development and rural value chain development issues.

(15%) Evidence of strong English/Spanish writing and oral skills. Writing sample will be required of individuals who reach interview stage.



(5%) Strong technical education background or specialization (Masters degree) in the field of International Development, Rural Development, Law, Economics, Management, and/or community planning or a related subject is required. Strong technical emphasis or specialization in the areas of rural development, livelihoods, community planning and private enterprise management are highly desired.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY TUESDAY, MARCH 15, 2011 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.